

JOB DESCRIPTION
Puyallup School District
Maintenance – Skilled Trades

UTILITY CREW

Purpose Statement

The position of Utility Crew is done for the purpose/s of maintaining facilities in safe operating condition, modifying, or adapting District facilities to specific needs, meeting District site/s needs and requirements. The Utility Crew operates as a team during the second work shift.

Essential Functions:

- **Builds** items (e.g., tables, cabinets, bookshelves, stairs, ramps, etc.) for the purpose of modifying or adapting District facilities to specific needs.
- **Designs** projects and remodels (e.g., computer labs, workstations, cabinetry, etc.) for the purpose of meeting District site/s needs and requirements.
- **Installs** cabinetry, doors, carpeting, floor tiles, drywall, texture, paint, vinyl, etc. for the purpose of maintaining facilities in a safe, comfortable, and operating condition.
- **Repairs** District facilities and/or furnishings (e.g., doors, cabinets, furniture, ceiling/floor tiles, walls, carpets, drywall, paint, etc.) for the purpose of maintaining facilities in a safe comfortable and operating condition.
- **Prepares** documents (e.g., works orders, daily/weekly/monthly preventive maintenance schedules for equipment, accident reports, MSDS records, and other reports) for the purpose of providing written support and/or conveying information.
- **Transports** materials, furnishing, equipment, supplies, waste materials, etc. for the purpose of providing and/or removing items at schools and/or job sites, event functions, etc.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Communicates** and interacts with administrators and building staff to promote ongoing customer satisfaction.

Minimum Qualifications:

Education Required:

High School Diploma or equivalent required.

5 or more years as a Journeyman level carpenter or painter with knowledge in other areas (e.g., electrical, plumbing, etc.)

Candidate must attain a combined minimum of 70% on the scored interview questions, practical essay, and resume review to be deemed to have met the minimum qualifications for the position.

Skill, Knowledge and/or Abilities Required:

Skills to communicate effectively; ability to operate hand and power tools used in general maintenance functions in safe manner; accurately match existing paint colors; perform basic math to calculate measurements, quantities, etc.

Knowledge of one or more trade practices, appropriate federal, State, and local codes; District and departmental policies and procedures; safe work practices; methods and use of materials, tools and equipment used in related trades, standards for safe use of equipment.

Abilities to make effective decisions; stand and walk for prolonged periods; work independently with minimal supervision; perform a variety of tasks; understand and carry out oral and written instructions; operate a variety of related tools, equipment, etc.; meet deadlines; establish and maintain cooperative working relationships within a team environment. Significant physical abilities include lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, fingering, grasping, ordinary talking, ordinary hearing, near/far visual acuity, depth perception, and field of vision.

Job Requirements: Minimum Qualifications

Valid Washington State Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance. Journeyman card may be required for some positions.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Maintenance

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 33% of the time

F = Frequently - From 33% to 66% of the time

C = Constantly – 66% or more of the time

1. STRENGTH:

A. Standing	O	
Walking	C	
Sitting	O	
B. Lifting	C	50 lbs.
Carrying	C	50 lbs.
Pushing	F	100 lbs.
Pulling	F	100 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	F
KNEELING	F
CROUCHING	F
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	F

5. TALKING:	
Ordinary	C
Other	C
HEARING:	
Conversations	C
Other Sounds	C

6. SEEING	
Acuity, Near	C
Acuity, Far	C
Depth Perception	F
Accommodation	O
Color Vision	O
Field of Vision	C

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (1) 2 (3) (4) 5 (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, hand truck, pallet jack, furniture, waste baskets, dumpsters, ladders, floor polishers, vacuums; stooping is trash, stocking shelves, sweeping, vacuuming; reaching/handling are vacuum, supplies, broom; visual acuity/depth perception is seeing where to clean vandalism. talking/hearing other than conversation are over forklift noise and hearing potential hazards such as moving equipment; visual acuity is form, items on shelves.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Maintenance

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 33% Time

F = Frequently - From 33% to 66% Time

C = Constantly – 66% or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD O

Comments Regarding “Extreme Cold” = Walk-in coolers, freezers

EXTREME HEAT O

4. WET/HUMID O

Comments Regarding “Wet/Humid” = Cleaning floors, sinks, windows, dish machines

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION O

Comments Regarding “Noise” = Electric cleaning equipment, Kitchen equipment, Pressure washer, Forklift

Comments Regarding “Vibrations” = Electric cleaning equipment, Pressure Washer, Forklift

6. HAZARDS:

Mechanical O

Explosives NP

Electrical O

Radiant Energy NP

Burns S

Other Hazard/s S

Comments Regarding “Mechanical” = Cleaning equipment, ladders

Comments Regarding “Electrical” = Electric cleaning equipment around water

Comments Regarding “Burns” = Chemicals

Comments Regarding “Other Hazards” = Slips, trips, falls

7. ATMOSPHERIC CONDITIONS:

Fumes F

Mists NP

Odors F

Gases NP

Dusts F

Poor Ventilation S

Other Atmospheric Hazards NP

Comments Regarding “Fumes” = Cleaning solvents, wax strippers, Vehicles Exhaust

Comments Regarding “Odors” = Spray cleaners, Vehicle Exhaust

Comments Regarding “Dust” = Dust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
9. E. C.SUMMARY: Inside/Outside Work 1 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.